

Because We Care ...

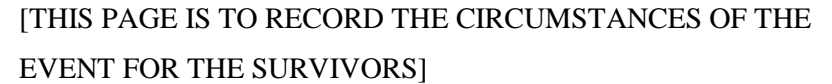


We extend our heartfelt
sympathy and condolence
at your time of loss.

We hope this information
will help to ease your burden.

With sincere sympathy,
Mirna Johnson, Victim's Services Coordinator
Senior Chaplain Rick Brann

Leander
POLICE DEPT.
Leander, TEXAS



If there is some way that the Leander Police Department may be of further assistance, please do not hesitate to contact Senior Chaplain Rick Brann on his cell phone at 512-289-0864 or the Leander Police Department Victim Services Coordinator Mirna Johnson at 512-528-2872.

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Lifestyle Tips For People In Grief

- ✓ Discipline yourself to eat regularly, even if you feel as if you cannot eat as much as usual.
- ✓ Eat a balanced diet.
- ✓ Avoid sweets and fatty foods.
- ✓ Drink 8 - 10 glasses of water per day.
Avoid beverages with caffeine.
- ✓ Schedule 20 to 30 minutes of vigorous exercise daily.
CONSULT YOUR PHYSICIAN ABOUT APPROPRIATE
EXERCISE FOR YOUR AGE AND CONDITION.
- ✓ Concentrate on deep-breathing in the open air.
- ✓ Concentrate on keeping good posture.
- ✓ Try to catch a nap during the day.
- ✓ Avoid alcoholic beverages altogether. Alcohol is a depressant.
- ✓ Avoid caffeine - hot or cold. This stimulates then lets you down.
- ✓ Avoid solitary TV watching.
- ✓ Keep regular hours.
- ✓ Keep a balance between work, relationship and aloneness.

"What Do I Do Now?" **Basic information for survivors**

*[This form should be completed by person making notification
at the time of notification and left with the survivor]*

- 1. You may obtain copies of the death certificate** from the funeral home.
- 2. You may obtain a copy of a police report** from the Leander Police Department 705 Leander Drive, Leander Texas 78641, 512-528-2800.

Police report number, if any: _____

- 3. You may obtain medical records** from the hospital or clinic where the deceased was taken.

Name of Hospital _____

[Note that it takes varying amounts of time to obtain death certificates, medical records and autopsy and police reports. Ask officials when you can expect them.]

4. Location of belongings: _____

5. Telephone numbers you may find helpful:

- A. Social Security Admin.: Georgetown 512-869-0886
Austin 512-206-3700
- B. Veterans Administration Regional Office: 1-800-827-1000
- C. Crime Victims Assistance: Leander PD 512-528-2872
- D. Travis County Medical Examiner's Office: 512-854-9599
- C. Central Texas Autopsy's Office: 512-398-4974

- 6. Notify your insurance agent and your bank** of your loved one's death.

NAME of person making notification: _____

Medical Examiner's Office Information

The following information is provided to assist you in making necessary arrangements for the deceased. The exact order of events may vary in certain cases.

1. The deceased has been taken to the Travis County Medical Examiner's office in Austin, Texas for examination to determine the cause of death of your loved one.
2. Call the funeral home of your choice to inform them of the death and your desire to use their services. The funeral director will contact the Medical Examiner's office.
3. If you have a question, you may phone the Medical Examiner's office, at 512-854-9599 or (Lockhart) 512-398-4974.
4. The Medical Examiner's office is open from 8 AM to 5 PM Monday thru Friday.
5. The Medical Examiner will normally take 12 to 24 hours before releasing the body.
6. The Medical Examiner will call your funeral home to transport the body when he has completed the examination.
7. Your funeral director will make an appointment with you to come into their office to make funeral arrangements.

If we can be of further service to you, please call
the Leander Police Department at 512-528-2888

Some Important Details

- ◆ **Contact the bank** - especially if there are joint accounts.
- ◆ **Obtain death certificates** - these are available from the funeral home. They are often necessary for insurance and many other legal purposes. A minimum of six certified copies is suggested.
- ◆ **Check current bills** - utilities, phone, loans, credit cards, etc.
- ◆ **Locate titles of ownership** – auto, property, etc.
- ◆ **You may want to contact an attorney** – settling an estate can be a complex affair, especially if there is no will.
- ◆ **Check employee benefits** – notify employer of the death to secure any available death benefits.
- ◆ **Civil Service** – government employees may be eligible for benefits.
- ◆ **Contact Social Security** – secure death benefits.
- ◆ **Check memberships** – some groups offer group life insurance.
- ◆ **Gather insurance policies** – remember to check credit cards and loans for credit life policies.
- ◆ **Automobile insurance** – if the death is the result of an automobile crash, it may be possible to file a claim for incurred medical fees, vehicle damage or other benefits.
- ◆ **Veterans benefits** – Veterans Administration Regional Office: 1-800-827-1000

Making Funeral Arrangements

The following items will assist you in making funeral arrangements. If some items are not available, your Funeral Director may be able to help you in obtaining them.

Social Security Number – Benefits that are available will be explained by your Funeral Director. You will need the Social Security number of the deceased to assist you in making a claim.

Veteran's Benefits – In order to apply for these benefits you will need Veterans Administration identification, such as discharge papers, military service number or identification card.

Vital Records – An important part of the arrangement process is the recording of vital personal data that will form the official record of death. Listed below are some items that are commonly helpful.

- ✓ Deceased's place of birth
- ✓ Deceased's date of birth
- ✓ Mother's given and maiden name and place of birth
- ✓ Father's name and place of birth

Insurance Policies – If the deceased person made pre-arrangements, purchased one or more burial policies, and/or had life insurance policies you should take them to the meeting with the Funeral Director.

Newspaper Notices – The Funeral Director should notify local papers as well as papers in other cities. It may be helpful to list the survivors on a piece of paper. The newspapers are interested in the activities of individuals. A list of clubs, organizations, church membership, etc., will be helpful.

Clothing – Families often ask about clothing. It is the policy of most funeral homes to completely dress all bodies, including undergarments. The type of clothing is usually optional and often reflects the individual's taste.

Photograph – A photograph of the deceased can be of help to the funeral director. The same photo may be used for the obituary. Be aware that many newspapers charge to print photos.

Sample Letters

To Deceased's Employer

Dear _____,

This letter is to inform you that my (husband, wife, etc.) died on (month, day, year).

I would appreciate information on fringe benefits, such as group life insurance coverage, pension funds, accrued vacation or sick pay, disability pay, terminal pay allowance, gratuity payments, unpaid commissions, credit union balance, service recognition awards, etc.

Please send a list of documents you require and any necessary forms to be completed.

Sincerely,

(Your signature)

(Your full name - typed)

(Your address – typed)

(Your telephone number – typed)

To Creditors

Dear _____,

This letter is to inform you that my (husband, wife, etc.) died on (month, day, year).

I wish to inquire whether (his/her) loan was covered by a credit life insurance plan offered by your organization.

Please send a list of documents and/or information necessary to file a claim. I will appreciate a response at your first convenience.

Sincerely,

(Your signature)

(Your full name - typed)

(Your address – typed)

(Your telephone number – typed)

Grief Reactions

Experiencing the pain of grief may include physical, emotional and behavior reactions. It is helpful to acknowledge and work through the grief responses. Some common grief reactions are listed below.

Emotional Reactions

Numbness and Shock
Disbelief and Denial
Sadness
Guilt
Yearning
Despair
Hopelessness
Helplessness
Feeling of being lost
Anger
Bitterness

Physical Reactions

Deep sighing
Weakness and fatigue
Rapid heartbeat
Increased blood pressure
Decrease in activity
Muscular tension
Decreased resistance to illness
Weight and appetite change
Neglect of self
Increased sensory awareness

Behavioral Reactions

Blaming others
Apathetic regarding activities
Preoccupied
CRYING
Seeking solitude
Seeking forgiveness
Detached from surroundings
Disoriented to time and places
Withdrawn from friends and activities
Unable to concentrate



Being able to identify some common reactions allows you to know that what is happening to you is considered normal for people in grief. A Police Chaplain may be able to assist you with information regarding local support groups and bereavement counselors. You may contact a Chaplain by calling the Police Department at (512) 528-2888 or on his cell phone at (512) 289-0864.

A Word of Caution

Secure Your Home

It is common for friends and neighbors to ask what they can do for you in a time of need. Perhaps asking someone to “house sit” or keep an eye on your property during the hours of the funeral ceremonies would be a good suggestion.

Beware of Fraud

Every year, survivors become vulnerable to those who prey on the suffering of others. The most vulnerable are individuals who are not accustomed to handling their own financial affairs.

There are people who will search the obituary pages of newspapers to find unsuspecting targets. Some of the fraud schemes involve someone promising to deliver a product or service. Others offer to inspect your home and then invent a problem that needs immediate and costly repair.

A good rule of thumb is to never do business with anyone before checking his or her reputation with the local Better Business Bureau.

How Do I Choose A Funeral Home?

Reputation – Many families prefer to use a funeral home they are familiar with. Perhaps you have visited a funeral home and felt comfortable with the surroundings or staff.

Location – Is it important that the funeral home is close to your home or other family members?

Price – Federal law requires that all price information concerning funeral goods and services be available by phone. You may also obtain price information in written form upon request.